

From (date): \_\_\_\_\_

To (date): \_\_\_\_\_

[illegible]

## Designer's P & M Log

In NUMBERing Proposals and Modifications, the following nomenclature is recommended:

Numbers should consist of a letter and a numeral, such as "A1".

The letter used should correspond to the following key:

**A** for Amendment

**C** for Change order

**D** for Directive

**P** for Proposal

**R** for Request for proposal

The numeral should be sequential within each letter group irrespective of numerology of interspersed items of other letter groups.

DESCRIPTION should be adequate to identify the topic or document, but not an attempt to fully detail the item

DAYS (change in Contract Time) and DOLLARS (change in Contract Sum):

Only the "Requested" amounts should be filled initially.

Once DISPOSITION of the item is complete, "Approved or Recommended" should be checked (if the same) or filled in (if different).

DATES should be filled in to represent the last action taken by the indicated party necessary to reach the eventual DISPOSITION.

DISPOSITION should indicate:

for an Amendment, Change Order, or Directive, either rejection or execution and distribution;

for a proposal, either rejection or initiation of a corresponding change order (which then becomes a separate log entry); or,

for a request for proposal, either refusal to propose or return of a proposal.